

STATE OF ALASKA
BOARD OF PSYCHOLOGIST & PSYCHOLOGICAL ASSOCIATE EXAMINERS
JANUARY 31 – FEBRUARY 1, 2019
333 WILLOUGHBY AVE., 9TH FLOOR, CONF. ROOM A, JUNEAU, AK 99801

GCI Conference Line: 1-800-315-6338
Access Code: 14566

THURSDAY, January 31, 2019

| | <u>TIME</u> | <u>TOPIC</u> | <u>LEAD PERSON</u> |
|-----|-------------|--|--|
| 1. | 9:00 a.m. | Call to Order/Roll Call | Chair |
| 2. | 9:02 a.m. | Review & Approve Agenda | Chair |
| 3. | 9:05 am | Ethics Report Reminder of requirements to all board members. | Chair |
| 4. | 9:10 a.m. | Board Member Training | S. Chambers |
| 5. | 10:00 a.m. | Investigative Report | E. Prieksat |
| 6. | 10:15 a.m. | Division Update | Dir. Chambers (or) D. Dir. C Ward (or) M. Dumas (or) M. Wales |
| 7. | 11:30 a.m. | Public Comment | Chair |
| | 12:00 p. m. | Lunch Break | |
| 8. | 1:00 p.m. | Review & Approve Meeting Minutes November 2018 | Chair |
| 9. | 1:15 p.m. | Application Review | Chair |
| 10. | 3:15 p.m. | Exam Scoring | Chair |
| 12. | 4:00 p.m. | Recess until 9:00 a.m. Friday, Feb. 1, 2019 (Later if necessary) | |

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FRIDAY, February 1, 2019

| | <u>TIME</u> | <u>TOPIC</u> | <u>LEAD PERSON</u> |
|-----|-------------|---|--|
| 14. | 9:00 am | Call to Order/Roll Call | Chair |
| 15. | 9:02 a.m. | Correspondence | Chair |
| 16. | 9:30 a.m. | Old Business A. Licensing Categories B. Background Checks C. Edit Supervised Practice Plan Form D. PSYPact | Chair S. Dutson |
| 17. | 11:00 am | New Business A. Update Regulation 12 AAC 60.065 Courtesy License B. Update Regulation 12 AAC 60.010(6) Letter of reference C. Telepsychology Website Discussion D. ASPPB October 2018 Meeting | Chair S. Dutson J. Wieman |
| 18. | 12:00 p.m. | Lunch Break | |
| 19. | 1:00 p.m. | Board Admin. Business A. Courtesy License Report B. Schedule Additional Upcoming Meetings & SLEE Dates C. Schedule Attendees for ASPPB Conferences - April 8-14, 2019, Midyear Meeting, Santa Fe, NM (A. Levy) - October 16-20, 2019, Annual Meeting, Minneapolis, MN D. Task List | Chair |
| 20. | 1:30 p.m. | AKPA Licensure Act Meeting Follow Up | Michael Reed, AKPA |
| 21. | 1:45 p.m. | Exam Question Drafting (Executive Session) | Chair |
| 22. | 3:00 p.m. | Adjourn (later if necessary) | |

State of Alaska
DEPARTMENT OF LAW

ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *“Ethics Information for Members of Boards and Commissions.”* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law’s ethics website](#).

How Do I Avoid Violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair**.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.⁴
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members’ disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

What Are The Disclosure Procedures for Executive Directors and Staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

What Are The Procedures for Quarterly Reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at ethicsreporting@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

6/14

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law

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Ethics Disclosure Form

| |
|--|
| <p style="text-align: center;">CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION</p> |
|--|

TO: _____, Designated Ethics Supervisor

(Identify Your Department, Agency, Public Corporation, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

I understand that I should refrain from taking any official action relating to this matter until I receive your advice. If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division, Board, Commission)

(Position Title)

(Location)

Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.

Ethics Disclosure Form

Receipt of Gift

TO: _____, Designated Ethics Supervisor, _____
(Agency, Public Corporation, Board,
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes No

(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)

The gift is _____

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ _____ The date of receipt was _____

The gift was received by a member of my family. Who? _____

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division)

(Position Title)

(Location)

Ethics Supervisor Determination: Approve Disapproved

Designated Ethics Supervisor*

(Date)

**Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.*



MEMORANDUM

DATE: January 17, 2019
 TO: Alaska Board of Psychologists and Psychological Associate Examiners
 THRU: Sonia Lipker, Senior Investigator *SL*
 FROM: Erika Prieksat, Investigator *EP*
 RE: Investigative Report for the January 31, 2019, Meeting

The following information was compiled as an investigative report to the Board for the period of November 16, 2018, through January 17, 2019. This report includes all investigations, complaints, and intake matters handled since the last report. The Division **opened one (1) matter and closed four (4) matters. Four (4) matters** remains on going and/or under active investigation.

Matters opened by the Paralegal in Juneau, regarding continuing education audits and license action resulting from those matters are not covered in this report.

| <u>CASE #</u> | <u>OPENED</u> | <u>COMPLAINT/INVESTIGATION</u> | <u>PROFESSION</u> |
|---------------|---------------|--------------------------------|-------------------|
| 2018-000916 | 8/10/18 | Standard of Care | Psychologist |
| 2018-000917 | 8/10/18 | Standard of Care | Psychologist |
| 2018-001291 | 8/20/18 | Unethical Conduct | Psychologist |
| 2018-001129 | 9/25/18 | Violating Professional Ethics | Psychologist |

OPEN: TOTAL =4

INVESTIGATIVE ACTIONS CLOSED SINCE LAST MEETING

| | | |
|-------------|-----------------------------|----------------------|
| 2018-001089 | Unlicensed Practice | Advisement Letter |
| 2018-001181 | Unlicensed Practice | Advisement Letter |
| 2018-001263 | Standard of Care | Incomplete complaint |
| 2018-001372 | License Application Problem | Review Complete |

CLOSED: TOTAL = 4

The following licensees are on probation except as noted. All are in compliance with the terms of their license probation, at this time.

| <u>NAME</u> | <u>START OF PROBATION</u> | <u>END OF PROBATION</u> |
|--------------------|----------------------------------|--------------------------------|
|--------------------|----------------------------------|--------------------------------|

PROBATION CASES: TOTAL = 0

END OF REPORT

Department of Commerce Community, and Economic Development
Corporations, Business and Professional Licensing

Board of Psychologist and Psychological Associate Examiners
Schedule of Revenues and Expenditures

| | FY 12 | | FY 13 | | FY 14 | | FY 15 | | FY16 | | FY17 | | FY18 | | FY19 1st QTR | |
|--|-----------|-----------------|-----------|----------------|-----------|-----------------|-----------|----------------|-----------|-----------------|-----------|----------------|-----------|-----------------|-----------------|-----------------|
| Licensing Revenue | \$ | 30,372 | \$ | 156,899 | \$ | 38,650 | \$ | 174,938 | \$ | 33,572 | \$ | 193,265 | \$ | 17,080 | \$ | 7,100 |
| Allowable Third Party Reimbursement | | - | | - | | - | | - | | - | | - | \$ | 1,017 | \$ | - |
| Total Revenue | | 30,372 | | 156,899 | | 38,650 | | 174,938 | | 33,572 | | 193,265 | | 18,097 | | 7,100 |
| Direct Expenditures | | | | | | | | | | | | | | | | |
| Personal Services | | 40,952 | | 55,234 | | 69,884 | | 58,896 | | 37,479 | | 28,054 | | 49,934 | | 10,096 |
| Travel | | 7,486 | | 9,816 | | 14,041 | | 22,637 | | 13,089 | | 14,489 | | 19,445 | | 3,739 |
| Contractual | | 2,362 | | 1,762 | | 26,032 | | 14,069 | | 10,189 | | 3,825 | | 2,624 | | 51 |
| Supplies | | 258 | | 172 | | 78 | | 50 | | 19 | | 149 | | 29 | | 2 |
| Equipment | | - | | - | | - | | - | | - | | - | | - | | - |
| Total Direct Expenditures | | 51,058 | | 66,984 | | 110,035 | | 95,652 | | 60,776 | | 46,517 | | 72,032 | | 13,888 |
| Indirect Expenditures* | | 13,779 | | 17,246 | | 25,827 | | 31,271 | | 19,713 | | 20,570 | | 26,900 | | 6,725 |
| Total Expenses | | 64,837 | | 84,230 | | 135,862 | | 126,923 | | 80,489 | | 67,087 | | 98,932 | | 20,613 |
| Annual Surplus (Deficit) | | (34,465) | | 72,669 | | (97,212) | | 48,015 | | (46,917) | | 126,178 | | (80,835) | | (13,513) |
| Beginning Cumulative Surplus (Deficit) | | 331,261 | | 296,796 | | 369,465 | | 272,253 | | 320,268 | | 273,351 | | 399,529 | | 318,694 |
| Ending Cumulative Surplus (Deficit) | \$ | 296,796 | \$ | 369,465 | \$ | 272,253 | \$ | 320,268 | \$ | 273,351 | \$ | 399,529 | \$ | 318,694 | \$ | 305,181 |

** For the first three quarters, indirect costs are based on the prior fiscal year's total indirect amount on a percent of year completed basis.

The 4th quarter board reports reflect the current year's actual indirect expenses allocated to the boards.

FY13 & FY17 Fee increase

| | |
|---------------|-------|
| Appropriation | (All) |
| AL Sub Unit | (All) |
| AL Task Code | PSY1 |

| Sum of Expenditures | | Object Type Code | | | | Grand Total |
|---------------------|---|------------------|-----------------|--------------|-------------|------------------|
| Object Code | Object Name | 1000 | 2000 | 3000 | 4000 | |
| 1011 | Regular Compensation | | 5,908.07 | | | 5,908.07 |
| 1023 | Leave Taken | | 634.36 | | | 634.36 |
| 1028 | Alaska Supplemental Benefit | | 402.05 | | | 402.05 |
| 1029 | Public Employee's Retirement System Defined Benefits | | 34.12 | | | 34.12 |
| 1030 | Public Employee's Retirement System Defined Contribution | | 336.04 | | | 336.04 |
| 1034 | Public Employee's Retirement System Defined Cont Health Reim | | 277.66 | | | 277.66 |
| 1035 | Public Employee's Retirement Sys Defined Cont Retiree Medical | | 60.11 | | | 60.11 |
| 1037 | Public Employee's Retirement Sys Defined Benefit Unfnd Liab | | 731.66 | | | 731.66 |
| 1039 | Unemployment Insurance | | 20.54 | | | 20.54 |
| 1040 | Group Health Insurance | | 1,286.65 | | | 1,286.65 |
| 1041 | Basic Life and Travel | | 3.03 | | | 3.03 |
| 1042 | Worker's Compensation Insurance | | 64.35 | | | 64.35 |
| 1047 | Leave Cash In Employer Charge | | 151.03 | | | 151.03 |
| 1048 | Terminal Leave Employer Charge | | 78.58 | | | 78.58 |
| 1053 | Medicare Tax | | 88.40 | | | 88.40 |
| 1077 | ASEA Legal Trust | | 11.46 | | | 11.46 |
| 1079 | ASEA Injury Leave Usage | | 5.09 | | | 5.09 |
| 1080 | SU Legal Trst | | 2.47 | | | 2.47 |
| 2000 | In-State Employee Airfare | | | 337.21 | | 337.21 |
| 2001 | In-State Employee Surface Transportation | | | 18.25 | | 18.25 |
| 2002 | In-State Employee Lodging | | | - | | - |
| 2003 | In-State Employee Meals and Incidentals | | | 671.50 | | 671.50 |
| 2005 | In-State Non-Employee Airfare | | | 1,742.35 | | 1,742.35 |
| 2006 | In-State Non-Employee Surface Transportation | | | - | | - |
| 2007 | In-State Non-Employee Lodging | | | 458.00 | | 458.00 |
| 2008 | In-State Non-Employee Meals and Incidentals | | | 375.50 | | 375.50 |
| 2009 | In-State Non-Employee Taxable Per Diem | | | 64.00 | | 64.00 |
| 2010 | In-State Non-Employee Non-Taxable Reimbursement | | | 69.70 | | 69.70 |
| 2036 | Cash Advance Fee | | | 2.44 | | 2.44 |
| 3046 | Advertising | | | | 37.12 | 37.12 |
| 3069 | Commission Sales | | | | 14.25 | 14.25 |
| 4002 | Business Supplies | | | | | 1.93 |
| Grand Total | | 10,095.67 | 3,738.95 | 51.37 | 1.93 | 13,887.92 |

Board of Psychologist and Psychological Associate Examiners (PSY)

Analysis last updated: 12/28/2018

Effective dates:

Presented to board: 01/31 - 02/01/2019 Meeting

| Fee Type | Current Fee Schedule | | | | Proposed by Board | | | | Proposed by Division | | | | Adjustments | | | In System 07.01.2016 to 06.30.2018 |
|---|----------------------|-----------------|-------------------|----------------|---------------------------------|------------------------------------|----------|----------------|---------------------------------|------------------------------------|----------|--|-------------------|------------------------|---|------------------------------------|
| | Current Fee | Projected Units | Projected Revenue | Fee Adjustment | Fee with Recommended Adjustment | Projected Revenue after Adjustment | % Change | Fee Adjustment | Fee with Recommended Adjustment | Projected Revenue after Adjustment | % Change | Fee Adjustment for Estimated Prorated Renewals | Projected Units * | Projected Revenue Loss | | |
| Application Initial License | 200 | 26 | \$ 5,200 | | \$ 200 | \$ 5,200 | 0% | | \$ 200 | \$ 5,200 | 0% | | | | Application Initial License | 26 |
| Application Courtesy Any Psychologist License | 50 | 1 | 50 | | 50 | 50 | 0% | | 50 | 50 | 0% | | | | Application Courtesy Any Psychologist License | 1 |
| New Psychologist | 775 | 23 | 17,825 | | 775 | 17,825 | 0% | (300) | 475 | 10,925 | -39% | (237.50) | 5 | (1,187.50) | New Psychologist | 23 |
| Renewed Psychologist | 775 | 215 | 166,625 | | 775 | 166,625 | 0% | (300) | 475 | 102,125 | -39% | | | | Renewed Psychologist | 192 |
| New Psychologist Associate | 775 | 2 | 1,550 | | 775 | 1,550 | 0% | (300) | 475 | 950 | -39% | | | | New Psychologist Associate | 2 |
| Renewed Psychologist Associate | 775 | 37 | 28,675 | | 775 | 28,675 | 0% | (300) | 475 | 17,575 | -39% | | | | Renewed Psychologist Associate | 35 |
| Credential Review Fee ** | 100 | 15 | 1,500 | | 100 | 1,500 | 0% | | 100 | 1,500 | 0% | | | | Credential Review Fee ** | 15 |
| State Examination Fee *** | 50 | 9 | 450 | | 50 | 450 | 0% | | 50 | 450 | 0% | | | | State Examination Fee *** | 9 |
| Courtesy License | 200 | 1 | 200 | | 200 | 200 | 0% | | 200 | 200 | 0% | | | | Courtesy License | 1 |
| Temporary License | 150 | 9 | 1,350 | | 150 | 1,350 | 0% | | 150 | 1,350 | 0% | | | | Temporary License | 9 |
| Exam (EPPP, Exam Retest Fee) | 25 | 3 | 75 | | 25 | 75 | 0% | | 25 | 75 | 0% | | | | Exam (EPPP, Exam Retest Fee) | 3 |
| Centralized Fees | 2,114 | 1 | 2,114 | | 2,114 | 2,114 | | | 2,114 | 2,114 | | | | | | |
| | | | \$ 225,614 | | | \$ 225,614 | | | | \$ 142,514 | | | | \$ (1,188) | | |

*Units based on 2019 renewal, per 12 AAC 02.030
 **Same as New Licenses by Credentials
 ***Exam Fees only apply to New Applicants by Exam
 Beginning Cumulative Surplus must be from FY2017

Initial: PY new applications
 New: PY new applications
 Renewal: PY renewed + PY new
 Temporary: PY temporary
 Courtesy: PY courtesy
 Centralized: PY revenue X 0.01

| Revenues and Expenditures | CALCULATIONS BASED ON CURRENT FEES | | | | |
|--|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | FY2015/2016 Actuals | FY2017/FY2018 Actuals | Projected FY2019/2020 | Projected FY2021/2022 | Projected FY2023/2024 |
| Revenue | 208,510 | 211,362 | 225,614 | 225,614 | 225,614 |
| Expenses | (207,412) | (166,019) | | | |
| Adjustments | | | | | |
| Expenses adjusted for 2% biennial increase | | | (169,339) | (172,726) | (176,181) |
| Fee adjustment for pro-rated renewal | | | (1,188) | (1,188) | (1,188) |
| Projected Net | | 45,343 | 55,087 | 51,700 | 48,245 |
| Beginning Cumulative Surplus (Deficit) | | 273,351 | 318,694 | 373,781 | 425,481 |
| Ending Cumulative Surplus (Deficit) | | 318,694 | 373,781 | 425,481 | 473,726 |

| Revenues and Expenditures | CALCULATIONS BASED ON BOARD'S PROPOSAL | | | |
|--|--|-----------------------|-----------------------|-----------------------|
| | FY2017/FY2018 Actuals | Projected FY2019/2020 | Projected FY2021/2022 | Projected FY2023/2024 |
| Revenue | 211,362 | 225,614 | 225,614 | 225,614 |
| Expenses | (166,019) | | | |
| Adjustments | | | | |
| (169,339) | | (172,726) | (176,181) | |
| (1,188) | | (1,188) | (1,188) | |
| Projected Net | 45,343 | 55,087 | 51,700 | 48,245 |
| Beginning Cumulative Surplus (Deficit) | 273,351 | 318,694 | 373,781 | 425,481 |
| Ending Cumulative Surplus (Deficit) | 318,694 | 373,781 | 425,481 | 473,726 |

| Revenues and Expenditures | CALCULATIONS BASED ON DIVISION'S PROPOSAL | | | |
|--|---|-----------------------|-----------------------|-----------------------|
| | FY2017/FY2018 Actuals | Projected FY2019/2020 | Projected FY2021/2022 | Projected FY2023/2024 |
| Revenue | 211,362 | 142,514 | 142,514 | 142,514 |
| Expenses | (166,019) | | | |
| Adjustments | | | | |
| (169,339) | | (172,726) | (176,181) | |
| (1,188) | | (1,188) | (1,188) | |
| Projected Net | 45,343 | (28,013) | (31,400) | (34,855) |
| Beginning Cumulative Surplus (Deficit) | 273,351 | 318,694 | 290,681 | 259,281 |
| Ending Cumulative Surplus (Deficit) | 318,694 | 290,681 | 259,281 | 224,426 |

30th Legislature (2017-2018)

Alaska Admin Code

12 AAC 02.330

12/13/2018

SEARCH

12 AAC 02.330. Board of Psychologist and Psychological Associate Examiners

The following fees are established for psychologists and psychological associates:

- (1) application fee for
 - (A) initial license, \$200;
 - (B) any courtesy psychologist license; \$50;
- (2) credential review fee, \$100;
- (3) psychologist license fee for all or part of the initial biennial licensing period, \$775;
- (4) psychologist biennial license renewal fee, \$775;
- (5) temporary license fee, \$150;
- (6) psychological associate license fee for all or part of the initial biennial licensing period, \$775;
- (7) psychological associate biennial license renewal fee, \$775;
- (8) state examination fee, \$50;
- (9) Examination for Professional Practice in Psychology (EPPP), examination retest fee, \$25;
- (10) fee for any courtesy psychologist license, \$200.

Board of Psychologist and Psychological Associate Examiners
Schedule of Revenues and Expenditures

| | FY 12 | | FY 13 | | FY 14 | | FY 15 | | FY 16 | | FY 17 | | FY 18 | | FY 19 1st & 2nd Qtr | |
|--|-------|----------|-------|---------|-------|----------|-------|---------|-------|----------|-------|---------|-------|----------|------------------------|----------|
| Licensing Revenue | \$ | 30,372 | \$ | 156,899 | \$ | 38,650 | \$ | 174,938 | \$ | 33,572 | \$ | 193,265 | \$ | 17,080 | \$ | 14,705 |
| Allowable Third Party Reimbursement | | - | | - | | - | | - | | - | | - | \$ | 1,017 | \$ | 1,696 |
| Total Revenue | | 30,372 | | 156,899 | | 38,650 | | 174,938 | | 33,572 | | 193,265 | | 18,097 | | 16,401 |
| Direct Expenditures | | | | | | | | | | | | | | | | |
| Personal Services | | 40,952 | | 55,234 | | 69,884 | | 58,896 | | 37,479 | | 28,054 | | 49,934 | | 25,420 |
| Travel | | 7,486 | | 9,816 | | 14,041 | | 22,637 | | 13,089 | | 14,489 | | 19,445 | | 6,101 |
| Contractual | | 2,362 | | 1,762 | | 26,032 | | 14,069 | | 10,189 | | 3,825 | | 2,624 | | 473 |
| Supplies | | 258 | | 172 | | 78 | | 50 | | 19 | | 149 | | 29 | | 82 |
| Equipment | | - | | - | | - | | - | | - | | - | | - | | - |
| Total Direct Expenditures | | 51,058 | | 66,984 | | 110,035 | | 95,652 | | 60,776 | | 46,517 | | 72,032 | | 32,076 |
| Indirect Expenditures* | | 13,779 | | 17,246 | | 25,827 | | 31,271 | | 19,713 | | 20,570 | | 26,900 | | 13,450 |
| Total Expenses | | 64,837 | | 84,230 | | 135,862 | | 126,923 | | 80,489 | | 67,087 | | 98,932 | | 45,526 |
| Annual Surplus (Deficit) | | (34,465) | | 72,669 | | (97,212) | | 48,015 | | (46,917) | | 126,178 | | (80,835) | | (29,125) |
| Beginning Cumulative Surplus (Deficit) | | 331,261 | | 296,796 | | 369,465 | | 272,253 | | 320,268 | | 273,351 | | 399,529 | | 318,694 |
| Ending Cumulative Surplus (Deficit) | \$ | 296,796 | \$ | 369,465 | \$ | 272,253 | \$ | 320,268 | \$ | 273,351 | \$ | 399,529 | \$ | 318,694 | \$ | 289,569 |

** For the first three quarters, indirect costs are based on the prior fiscal year's total indirect amount on a percent of year completed basis.
The 4th quarter board reports reflect the current year's actual indirect expenses allocated to the boards.

| | |
|---------------|-------|
| Appropriation | (All) |
| AL Sub Unit | (All) |
| PL Task Code | PSY1 |

| Sum of Expenditures | | Object Type Code | | | | Grand Total |
|---------------------|---|------------------|------|-----------------|---------------|------------------|
| Object Code | Object Name | 1000 | 2000 | 3000 | 4000 | |
| 1011 | Regular Compensation | 14,103.62 | | | | 14,103.62 |
| 1014 | Overtime | | 2.06 | | | 2.06 |
| 1023 | Leave Taken | 1,831.93 | | | | 1,831.93 |
| 1028 | Alaska Supplemental Benefit | 978.94 | | | | 978.94 |
| 1029 | Public Employee's Retirement System Defined Benefits | 70.13 | | | | 70.13 |
| 1030 | Public Employee's Retirement System Defined Contribution | 843.97 | | | | 843.97 |
| 1034 | Public Employee's Retirement System Defined Cont Health Reim | 628.19 | | | | 628.19 |
| 1035 | Public Employee's Retirement Sys Defined Cont Retiree Medical | 146.85 | | | | 146.85 |
| 1037 | Public Employee's Retirement Sys Defined Benefit Unfnd Liab | 1,817.28 | | | | 1,817.28 |
| 1039 | Unemployment Insurance | 51.32 | | | | 51.32 |
| 1040 | Group Health Insurance | 3,839.30 | | | | 3,839.30 |
| 1041 | Basic Life and Travel | 6.47 | | | | 6.47 |
| 1042 | Worker's Compensation Insurance | 187.45 | | | | 187.45 |
| 1047 | Leave Cash In Employer Charge | 368.22 | | | | 368.22 |
| 1048 | Terminal Leave Employer Charge | 191.48 | | | | 191.48 |
| 1053 | Medicare Tax | 220.71 | | | | 220.71 |
| 1077 | ASEA Legal Trust | 24.16 | | | | 24.16 |
| 1079 | ASEA Injury Leave Usage | 4.69 | | | | 4.69 |
| 1080 | SU Legal Trst | 5.72 | | | | 5.72 |
| 1970 | Personal Services Transfer | 97.51 | | | | 97.51 |
| 2000 | In-State Employee Airfare | | | 961.09 | | 961.09 |
| 2001 | In-State Employee Surface Transportation | | | 18.25 | | 18.25 |
| 2002 | In-State Employee Lodging | | | - | | - |
| 2003 | In-State Employee Meals and Incidentals | | | 671.50 | | 671.50 |
| 2005 | In-State Non-Employee Airfare | | | 1,742.35 | | 1,742.35 |
| 2006 | In-State Non-Employee Surface Transportation | | | - | | - |
| 2007 | In-State Non-Employee Lodging | | | 458.00 | | 458.00 |
| 2008 | In-State Non-Employee Meals and Incidentals | | | 375.50 | | 375.50 |
| 2009 | In-State Non-Employee Taxable Per Diem | | | 192.00 | | 192.00 |
| 2010 | In-State Non-Employee Non-Taxable Reimbursement | | | 69.70 | | 69.70 |
| 2020 | Out-State Non-Employee Meals and Incidentals | | | 140.00 | | 140.00 |
| 2022 | Out-State Non-Employee Non-Taxable Reimbursement | | | 1,469.70 | | 1,469.70 |
| 2036 | Cash Advance Fee | | | 2.44 | | 2.44 |
| 2970 | Travel Cost Transfer | | | - | | - |
| 3000 | Training/Conferences | | | | 290.00 | 290.00 |
| 3045 | Postage | | | | 6.67 | 6.67 |
| 3046 | Advertising | | | | 157.55 | 157.55 |
| 3069 | Commission Sales | | | | 18.75 | 18.75 |
| 4002 | Business Supplies | | | | | 82.41 |
| Grand Total | | 25,420.00 | | 6,100.53 | 472.97 | 82.41 |
| | | | | | | 32,075.91 |

Public Comment:

The board chair shall open public comment. The time allotted for comment will be divided between all individuals signed in to give comment. The group will be told how much time each person will have to speak; the licensing examiner will keep track of the time and notify the individual when they have 1 minute left.

This is not the time for the board to respond to the comments. The board can choose to respond to any comments at the end of the comment period; they can choose to send a letter with their responses to the individual; or they can choose to not respond.

State Of Alaska
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
November 29, 2018 & November 30, 2018

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the Board.

Written meeting minutes reflects a brief overview of the business conducted by the board during their meeting. For a more detailed account, please request a copy of the meeting recording.

Thursday, November 29, 2018

Agenda Item – Call to order and Roll call

Board Chair Al Levy called the meeting to order at 9:10 am.

Those present constituting a quorum of the Board:

Al Levy, Psychological Associate
Joel Wieman, Psychologist
Suzanne Dutson, Public Member
Richard Lazur, Psychologist
Christopher Reynolds, Psychologist

In attendance from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing were:

Dawn K Hannasch, Records and Licensing Supervisor
Sara Chambers, Acting Director via Skype
Marylene Wales, Accounting Tech III-via Skype

Agenda Item – Review & Approve Agenda

The board reviewed the drafted agenda of the meeting

In a motion duly made by Suzanne Dutson and seconded by Richard Lazur, with unanimous consent, it was resolved to approve the agenda as written.

Agenda Item – Ethics Report

Board Chair, Al Levy gave a brief overview of the requirements of ethics reporting as a board member. Hearing no violations or reports, Mr. Levy moved the board onto the next agenda item.

45 **Agenda Item – Board Training**

46
47 Acting Division Director, Sara Chambers joined the meeting via SKYPE to provide board training. Ms.
48 Chambers reviewed the Boards & Commissions training manual. Some of the highlights are as follows:
49

50 **Responsibilities of Board and Commission Members**

51
52 Doing Alaska’s boards and commissions’ business (in effect, the public’s business) is a group activity that
53 requires patience, vision, cooperation, and compromise. As a member of a regulatory board, you have a
54 responsibility to several groups:

- 55
- 56 • To the general public. Consumers expect that licensees will be qualified to perform properly and
57 safely. They expect oversight to ensure qualifications for licensure and practice meet acceptable
58 standards. They expect licensees to be accountable to the law. The public has a right to know what's
59 going on within the board.
 - 60 • To potential licensees. A person who wishes to earn a living in a regulated profession should be able to
61 demonstrate competency through a reasonable and transparent process. Every applicant should have
62 easy access to information about entering the profession, including testing and transferring a license to
63 between states.
 - 64 • To other board members. Board and commission members should listen to their fellow board
65 members and consider one another’s views and contributions. All board members are responsible for
66 developing good policy and procedures and contributing to the effective and efficient operation of the
67 board.
 - 68 • To licensees. A licensed professional has an expectation that regulators will determine matters fairly
69 and impartially, and be responsive.
- 70

71 The primary objectives of regulatory boards are to ensure professional competency and the health and
72 safety of the public. Boards often have positions dedicated to members from specific backgrounds; this
73 is intended to bring a broad range of perspective to the boards, including the perspective of consumers,
74 people who have no affiliation with the regulated profession, and people who practice within the
75 regulated profession. Together, the members of a regulatory board serve the public’s interest.

76
77 **What Does It Take to Successfully Serve on a Regulatory Board?**

- 78
- 79 1. A demonstrated interest in public service.
 - 80 2. Common sense and a willingness to ask questions. Do the policies, procedures, and decisions of the
81 board seem sensible? If not, say so and ask for clarification. You are responsible for what goes on with
82 the board. If you are not sure about something and you do not ask, the board may miss an opportunity
83 to avoid or correct a problem.
 - 84 3. A commitment to attend. Consistent attendance is essential to keeping informed about what is going
85 on and to providing direction and support. An individual who accepts an appointment to a board and
86 does not take seriously the duty to be there regularly and actively, does a disservice to the board and to
87 the public he/she is supposed to represent.
 - 88 4. Healthy assertiveness. Respect your own rights and needs as well as those of others by maintaining
89 boundaries and seeking information in a healthy, professional manner.
 - 90 5. Understanding of the board structure and resources. Find out how the Department of Commerce,
91 Community, and Economic Development, the Division of Corporations, Business and Professional

92 Licensing, the Department of Law, and the Office of Administrative Hearings operate in relation to your
93 board, and investigate other available resources.

94

95 **Effective board members have these characteristics in common:**

96

97 1. Able to work with a group to make decisions

98 2. Understand and follow democratic processes

99 3. Willing to devote time and effort to the work of the board

100 4. Work to find alternative solutions to problems whenever necessary

101 5. Use good communication skills

102 6. Recognize that the goal of the board is the service and protection of the public

103 7. Aware that authority is granted by the law to the board as a whole, not to any member individually,
104 and can only be used in open meeting or executive session by vote of the majority of board members

105 8. Avoid becoming involved in the daily functions of staff
106 9. Delay making judgements until adequate
107 evidence is in and has been fully discussed
108 10. Separate personal feelings toward others from their
109 decision-making process

108

109 **The Alaska Open Meetings Act**

110

111 Regarding meetings, we must make sure to read the guidance fully and in context:

112

113 The definitions in AS 44.62.310. To whom does the Open Meetings Act apply?

114

115 AS 44.62.310(h)(1) "governmental body" means an assembly, council, board, commission, committee, or
116 other similar body of a public entity with the authority to establish policies or make decisions for the
117 public entity or with the authority to advise or make recommendations to the public entity;
118 "governmental body" includes the members of a subcommittee or other subordinate unit of a
119 governmental body if the subordinate unit consists of two or more members

120

121 The establishment of a meeting has three "ingredients": Who is present, how many are present, and
122 what are they doing:

123

124 AS 44.62.310(h)(2) "meeting" means a gathering of members of a governmental body when
125 (A) more than three members or a majority of the members, whichever is less, are present, a matter
126 upon which the governmental body is empowered to act is considered by the members collectively, and
127 the governmental body has the authority to establish policies or make decisions for a public entity; or
128 (B) the gathering is prearranged for the purpose of considering a matter upon which the governmental
129 body is empowered to act and the governmental body has only authority to advise or make
130 recommendations for a public entity but has no authority to establish policies or make decisions for the
131 public entity;

132

133 The guidance to staff in Division P&P-1 on meeting management clarifies a subcommittee as a different
134 type of meeting. It is not a board meeting because "the membership of a subcommittee, advisory
135 committee, working group or similar group by another name may not include a quorum of a board. Any
136 meeting that includes a quorum of a board is considered a board meeting and must be noticed
137 accordingly."

138

139 There's also the question about what "prearranged" means. This brief guidance suggests that board and
140 subcommittee members should avoid "spontaneous" discussions about their official business when
141 these thresholds are met. A chance meeting at a social event that turns into an hour-long conversation
142 about official business is avoidable and, by sustaining the conversation over a period, may not be
143 considered by a court to be a spontaneous conversation.

144

145 **Break 10:39 am -10:47 am**

146

147 **Agenda Item – Division/Fiscal Update**

148

149 Hearing nothing further, Mr. Levy moved the board's attention onto the end of FY18 report and the 1st
150 quarter of FY19 report.

151

152 Fiscal Year 2018 (FY18):

153 The board took in just over \$17,000, however the expenses were almost \$100,000. With a surplus from
154 past years, the program can remain in a positive fiscal position with a balance of \$318,694.

155

156 Fiscal Year 2019 (FY19) 1st Quarter:

157 At the end of the 1st quarter of FY19 the board income was \$7,100 and the outgoing has been \$13,888.

158 Board Chair, Al Levy reminded the division that one of the recommendations in the sunset audit was
159 that the division and the board look at reducing licensing fee. Division Accounting Tech, Marylene Wales
160 informed the board that she will be providing them with an updated fee analysis at their January 2019
161 meeting in Juneau Alaska.

162

163 Ms. Chambers reviewed the indirect vs direct expenses, how these expenses are figured, and what the
164 boards past trends have looked like. This information will assist the board in reviewing fee changes with
165 the division in January.

166

167 Mr. Levy inquired of Ms. Chambers if there was any information as to changes to the travel policy
168 considering a new administration was taking over December 3rd, 2018. M. Chambers stated that once
169 this information was provided by Governor Dunlevy's team, it would be passed onto boards and staff.

170

171 **Lunch 12:06 pm – 1:10 pm**

172

173 **Agenda Item – Review/Approve Meeting Minutes**

174

175 Mr. Levy stated that the board prefers the meeting minutes written in the past tense from here on.

176

177 **In a motion duly made by Richard Lazur and seconded by Suzanne Dutson, with unanimous**
178 **consent it was resolved to approve the August 9th and 10th 2018 meeting minutes as written.**

179

180 **Agenda Item – Public Comments**

181

182 There were no members of the public that wished to provide public comments to the board.

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Break 1:28 pm – 1:40 pm

Agenda Item – Application Review

Hearing nothing from the public, Board Chair Levy turned the board’s attention to the eight applications that needed to be reviewed.

In a motion duly made by Suzanne Dutson, and seconded by Richard Lazur, with a roll call vote, it was resolved to approve the following applications with the stipulation that the information in the applicant’s files take precedence over the minutes of this meeting.

- Kelsey A. Burrows – Temporary Psychologist License by Exam**
- Daniel G. Davis - Temporary Psychologist License by Exam**
- Kristine Danbeck – Psychologist License by Credentials**
- Erin L. Iwamoto - Temporary Psychologist License by Exam**

- Al Levy-Yes**
- Joel Wieman-Yes**
- Suzanne Dutson-Yes**
- Richard Lazur-Yes**
- Christopher Reynolds-Yes**

The remaining four applications were tabled by the board, allowing each applicant the opportunity to provide additional or corrected information. Staff was directed to contact each applicant individually.

Agenda Item – Exam Review

Due to the lateness of the day, it was decided by Board Chair Levy to move the exam review to 9:15 am on Friday, November 30th 2018.

Recess at 5:00 pm until 9:00 am on Friday, November 30th, 2018.

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State Of Alaska
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS
November 29, 2018 & November 30, 2018

These are DRAFT minutes prepared by the staff of the Division of Corporation, Business and Professional Licensing. These minutes have not been reviewed or approved by the Board.

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Friday, November 30, 2018

Due to the earthquake that occurred at 8:30 am on Friday, November 30th, 2018, in Anchorage, Alaska, the board was unable to resume its meeting. Therefore the meeting was officially adjourned as of 5:00 pm on Thursday, November 29th 2018.

Respectfully submitted,

Dawn K Hannasch
Records and Licensing Supervisor

Date

Allen Levy
Board Chair

Date

12 AAC 60.065. REVIEW OF APPLICATION FOR COURTESY LICENSE. (a) An applicant who meets the requirements on the appropriate checklist established in this section has demonstrated the necessary qualifications for the courtesy license applied for and will be approved by the board's designee for issuance of that license. An applicant who does not meet the requirements on the appropriate checklist in this section will not be issued a courtesy license unless the board further reviews the application and determines that the applicant meets the qualifications in AS 08.86 and 12 AAC 60 for the courtesy license applied for.

(b) The form title "*Application Checklist for Psychology Courtesy License*," dated December 2004, is adopted by reference. This form is established by the board for use by an employee of the department in the completion of processing of an application for a courtesy license to practice psychology in this state.

12 AAC 60.010. APPLICATION FOR LICENSURE BY EXAMINATION. (a) An application for initial licensure by examination as a psychologist must be submitted on a form provided by the department with

- (1) a check or money order in the amount specified in 12 AAC 02.330;
- (2) official transcripts from all undergraduate and graduate schools attended by the applicant;
- (3) repealed 5/18/85;
- (4) a complete vita from the date of high school graduation to the time of application, including dates and places of residency;
- (5) repealed 5/18/85;
- (6) five letters of reference, one of which must be from the applicant's doctoral committee membership, preferably the chairperson; two from licensed psychologists, members of the American Psychological Association, or diplomates of the American Board of Professional Psychology; and two from other persons not related to the applicant; and
- (7) repealed

12 AAC 60.030. APPLICATION FOR LICENSURE BY CREDENTIALS. (a) An applicant for licensure by credentials as a psychologist will be licensed without examination if the applicant

- (1) if applying under AS 08.86.150(1),
 - (A) complies with the application requirements of 12 AAC 60.010(a)(1), (2), (4), and (6); and
 - (B) submits verification of
 - (i) a current license or certificate from another licensing jurisdiction issued based upon examination and qualification requirements essentially similar to or higher than those in this state at the time of application for the license from this state;
 - (ii) the applicant's score on the Examination for Professional Practice in Psychology (EPPP) created by the Association of State and Provincial Psychology Boards (ASPPB), unless the applicant was initially licensed in a licensing jurisdiction before that licensing jurisdiction required an applicant to sit and pass the EPPP examination; and
 - (iii) the present status of the applicant's license or certificate from all jurisdictions where the applicant holds or has ever held a license or certificate to practice psychology; and
 - (2) if applying under AS 08.86.150(2),
 - (A) complies with the application requirements of 12 AAC 60.010(a)(1), (4), and (6); and
 - (B) submits verification that the applicant is a diplomate in good standing of the American Board of Professional Psychology.
- (b) The verifications required by (a)(1)(B) and (a)(2)(B) of this section must be sent directly to the department from the licensing jurisdiction that issued the applicant's license or certificate, the American Board of Professional Psychology, or the Association of State and Provincial Psychology Boards.
- (c) An applicant is responsible for assuring that the department receives all application documents. An application will not be reviewed until all documents required by this section have been received.

COURTESY LICENSE UPDATE

| License Number | Name | Scope of Practice | Expiration Date | Status |
|----------------|-------------------|--|-----------------|------------------------------|
| 133166 | Wood, Stacey | forensic evaluation in a Federal criminal case including neuropsychological testing; draft report; and possibly testifying at trial. | 5/24/2019 | In compliance with reporting |
| 137099 | Light, Roger | Medicolegal neuropsychological evaluation and subsequent testimony. | 9/25/2019 | Not compliant; letter sent |
| 137681 | Denny, Robert | forensic neuropsychological examination of a capital defendant; including interview/testing the defendant and interviewing collateral sources. | 9/19/2019 | In compliance with reporting |
| 138216 | Poppleton, Landon | Forensic examinations in a single case | 10/10/2019 | In compliance with reporting |
| 139884 | Williams, Arthur | Psychological and neuropsychological assessments and consultations. | 11/30/2019 | Not compliant; letter sent |
| | | | | |
| | | | | |

The 2 licensees that are non-compliant were notified 1/24/19; will follow up if no report is received by 2/1/19.

STATE OF ALASKA 2019

State Holidays

| Date | Holiday |
|-------|--------------------|
| 01/01 | New Year's Day |
| 01/21 | MLK Jr.'s Birthday |
| 02/18 | Presidents' Day |
| 03/25 | Seward's Day |
| 05/27 | Memorial Day |
| 07/04 | Independence Day |
| 09/02 | Labor Day |
| 10/18 | Alaska Day |
| 11/11 | Veterans' Day |
| 11/28 | Thanksgiving Day |
| 12/25 | Christmas Day |

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

 Holiday



State calendar maintained by the
Division of Finance,
Department of Administration
<http://doa.alaska.gov/calendars.html>
Revised 08/28/2018

HOLIDAY CALENDAR

JANUARY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

MARCH

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

APRIL

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

JULY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

AUGUST

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

OCTOBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |